

NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION

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MINUTES OF MEETING

November 4, 2004

(Approved December 9, 2004)

Members Present: Edward Murdough, Ronald O'Keefe, David Duquette, Stephen Carrier, Kevin Pratt, Al Burbank, John Hoglund, Peter Russell, Joseph Butts, J. William Degnan, Richard Mason.

Members Absent: Karen Schlitzer, Earl Sweeney, Scott Weden, Corey Landry.

Others Present: *Division of Fire Standards & Training*--Bruce McPherson, Bureau Chief; Dennis Rosolen, Bureau Chief; Susan Beaudoin, Recording Secretary.
Division of Forests & Lands (DRED)—John Dodge, Regional Ranger.

I. CALL TO ORDER

Item 1. Call to Order. The meeting of the New Hampshire Fire Standards & Training Commission was called to order by Chair David Duquette at 3:05 p.m. on Thursday, November 4, 2004 at the Richard M. Flynn Fire Academy, Classroom 5, 222 Sheep Davis Road, Concord, NH. The Pledge of Allegiance was recited.

II. APPROVAL OF MINUTES

Item 1. October 7, 2004. ***Motion*** was made by Commissioner Carrier, seconded by Commissioner Burbank, to approve the Minutes of the October 7, 2004 Commission meeting with the following corrections:

- (a) Page 3, first paragraph, first line, change the word "agent" to "agents" in two places.
- (b) Page 3, Item 2, second paragraph, third sentence, delete the word "the" in front of "Director Degnan's office."

- (c) Page 4, Item 3, (d), last paragraph, change “SIMSI” to “CIMC” in two locations.

Motion passed unanimously.

III. CHAIR’S REMARKS

Item 1. National Election. Chair Duquette stated that we showed we had a lot of people involved in the election process. Director Mason noted that it’s the first time since 1984 that the President got more than 50 percent of the vote.

IV. COMMITTEE REPORTS

Item 1. Emergency Medical Services. Chair Duquette reported that the Coordinating Board has not met this month yet. He said he spoke with Chief Prentiss this afternoon. There is not much going on at this time. Commissioner Flynn has sent out letters to the members of the Content Review Committee for protocol development. Legislation has been filed for protocols.

Item 2. Fire Marshal’s Office. Director Degnan reported on the following items:

- (a) Fatalities—It’s been a rough month for fatalities. A second person died this week from the Claremont fire, and a person is still being held for that fire.
- (b) State Fire Code—The new State Fire Code have an impact on schools. Schools are already doing a lot of the requirements, but now there will be more documentation. They may need to do some training for crowd control management. It’s a simple process. The crowd controllers will not be responsible for asking people to do certain things; they will go to the person in charge of the facility for that.

Their goal is to have the printable copy of the Code back from the Legislature soon. As soon as they get that, they will have a PowerPoint presentation for briefings.

- (c) Promotions—John Raymond is now Assistant Director, Rob Farley is a Deputy Fire Marshal, and Beth Farrell is a Fire Investigator. They have two in-house candidates for the second vacant Fire Investigator position; they should have a decision on that position early next week.

They still can't fill the modular building review position they lost last year, and they are dealing with complaints on that issue. Things done on site have had structural problems and electrical issues. They are working with Commissioner Flynn's office on this. He says he will fund a person in the office to go over the plans for modular buildings.

- (d) Nashua Fires—Commissioner Hoglund asked about the three recent fires in Nashua. Director Degnan said they are meeting in Merrimack this afternoon with police and fire personnel. Commissioner Hoglund asked if they appear to be set by one person or more. Director Degnan replied that the security camera quality is not that good in the stores.

Item 3. Forest Protection Bureau. Regional Ranger John Dodge was present to represent the Forest Protection Bureau. He reported that the person selected for the Bureau Chief position, Bob Stafford, took a position with Police Standards & Training. He noted that Bob will be a real asset to the Bureau in that position.

The Bureau Chief position description was rewritten, and the position has been posted again in-house. If the position is not filled from in-house, it will be advertised out of house again.

Item 4. Curriculum Review. Chair Duquette reported that the Curriculum Status Report is in each Commission member's packet and is as follows:

**CURRICULUM STATUS REPORT
November 4, 2004**

- (a) Driver/Operator:
 - (1) Pumps:
Classes were held in Hudson and Londonderry in September.
- (b) Hazardous Materials:
 - (1) Operations:
This program is well underway at this point with no problems reported.
 - (2) Technician:
The trailer is proving to be a valuable asset and will be an on-going work in progress. The class that was scheduled for Gorham this fall is now completed; finally the North Country has been served in this area.
- (c) Aircraft Rescue & Fire Fighting:
We have just completed the first 40-hour certification class and will be meeting soon to evaluate the course delivery. For the moment, the program was successful. A 40-hour program is planned for this fall with a number of eight-hour recertification classes planned as well.

- (d) NFPA 1030 Series:
- (1) NFPA 1031, Standard for Professional Qualifications for Fire Inspectors and Plan Examiners:
NFPA 1031, At this point classes will be scheduled periodically as they consistently fill up. We are ready for Inspector II visiting committee soon.
 - (2) NFPA 1033, Standard for Professional Qualifications for Fire Investigator:
Is in progress and looking at two separate programs, one a one-week course for firefighters, and a two-week course for fire investigators. At this point it looks as though the New York curriculum is being considered for both classes. Awaiting information from the Visiting Committee at this point. I have been told that Rick Wood has resigned as Chair and Chris Wyman has replaced him. Captain Dean Chandler has been assigned to this Visiting Committee.
 - (3) NFPA 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator:
Will probably follow the 1033 standard.

Chief Rosolen stated that Chris Wyman replaced Rick Wood as the Chair of the 1033 Visiting Committee. At this time, Chief Rosolen is not sure what is next for that Committee.

- (e) Rescue Series:
- (1) Structural Collapse:
No pilots scheduled as yet.
 - (2) Confined Space:
There was a class in Portsmouth in October.
- (f) NFPA 1001 Firefighter I and Firefighter II:
Train the Trainers have been successful thus far with over 250 instructors attending both at the Academy and in the field from Littleton to Hollis. More have been scheduled this fall.

Commissioner Butts said that this program is going really well. The PowerPoint program is easy to follow.

- (g) NFPA 1021 Fire Officer:
This program will be ending this Friday, November 5, 2004.

Commissioner O'Keefe said that he taught one section of the Fire Officer program that is currently being held. He said they have a few bugs to work out with the new instructors. They will review the feedback reports and take it from there. The next Fire Officer program will be held in Burlington, VT, followed by one in Manchester.

- (h) NFPA 1041 Instructor:
A Train-the-Trainer and a bridge course for instructors of 1041 were held in September. Approximately 18 instructors were in attendance with six being first time additions. A bridge course for all instructors is scheduled for November, and a full 60-hour class is scheduled for November/December.

Commissioner Carrier stated that we are in need of instructors for future classes.

(i) NFPA 1051 Wildland Firefighter:

Wildland Firefighter I and II were discussed, and we will be using the NWCG curriculum. Firefighter I is ready with Firefighter II near completion.

Wildland Firefighter Visiting Committee presentation will be held in December. Ranger Brad Simpkins will be present with Captain John Dodge for the presentation.

(j) Other:

Visiting Committees for the following in accordance with the Commission vote on February 3, 1999 are about to commence in the near future once the committees are established:

- (1) NFPA 1002 Aerial Apparatus needs to be brought on line as soon as possible.
- (2) NFPA 472 Hazardous Materials Decontamination is currently being revised by Dave Jones and Captain Anderson, adding Weapons of Mass Destruction to make it current.

Item 5. Retreat. Commissioner Murdough reported that we now have eight items to prioritize as to how we will take them up at the Commission meetings. The Commission Action Items from the Retreat on June 3, 2004 are:

1. Officer Training
 - a. Address practical training for company officers and chiefs.
 - b. Investigate opportunities for inter-state courses, particularly on topics where it is difficult to assemble enough participants to justify a class.
 - c. Investigate training opportunities for training officers in the planning and management of local department training by exploring all potential sources.
 - d. Provide training for company officers and chiefs on how to understand and motivate the younger generation of recruits.
2. Look at the relationship between the formal training offered by/through the Academy and the training conducted by local departments.
3. Recruitment of Instructors
 - a. Improve benefits for instructors, particularly pay and retirement.
 - b. Develop a marketing program and incentives to increase instructor participation.
4. Recruitment of Firefighters
 - a. Data Collection: staffing turnover, time to fill vacancies, transition from call/volunteer to full time, out-of-state transfers, age of recruits.
 - b. Look at the expectations of the public.
 - c. Look at expectations of recruits compared to reality of life in the fire service.
 - d. Discuss recruiting issues with neighboring states.

- e. Stress the public service aspect of the fire service.
 - f. Publicize the retirement benefits available to call/volunteer firefighters.
5. The Commission should go on the road.
6. Explore the issues of continuing education and periodic physical agility testing.
7. Facilities
- a. Provide a multi-purpose training facility at the Academy for conducting training in inclement weather.
 - b. Provide facilities and opportunities for organized daily physical fitness training at the Academy.
 - c. Develop a real property master plan for the Academy grounds.
 - d. Obtain resources to provide a remote training site in the North Country.
 - e. Continue to support the existing remote training sites.
8. Review certification issues for Wildland Fire Fighting per NFPA 1051 with DRED.

Items to discuss at the next three Commission meetings were set up as follows:

December 2004 -- Item #1, Officer Training
Item #8, NFPA 1051 Wildland Fire Fighting
January 2005 -- Item #3, Recruitment of Instructors,
Commissioner Carrier
February 2005 -- Item #7, Facilities, Commissioner Butts

Director Mason suggested we wait to prioritize the other items, and everyone agreed.

Commissioner Burbank asked what Item 5, "The Commission should go on the road," was about. Commissioner Russell replied that it was his comment. Chair Duquette explained that it allows others in the area we are meeting in to attend a Commission meeting. There hasn't been an interest in the field with Commission meetings in the past.

Commissioner Russell said he talked with someone in North Conway, and Commissioner Russell suggested we invite people from Maine to that meeting. Director Mason said we could do the same thing on the Vermont side of the State. He said that John Wood is now the State Fire Administrator in Vermont, and he is coming down to meet with Director Mason next Monday, November 8.

Commissioner Murdough said we will discuss going on the road during the December meeting. Director Mason said we may want to have informational nights at mutual aid meetings.

Item 6. Academy Awards. Commissioner Weden was absent.

Director Mason reminded everyone that the schedule for today is:

- 3:00 p.m. - Regular Commission Meeting
- 5:00 p.m. - Ceremony Rehearsal and Commission Members' Photographs
- 6:00 p.m. - Dinner
- 7:00 p.m. - Academy Awards Ceremony

V. REPORT OF THE DIRECTOR

Item 1. Director's Report #83. The Director's Report was as follows:
Director's Report #85
November 4, 2004

It does not seem like a year since we last honored those giving exceptional service to the New Hampshire Fire Service. I feel the slate of Award Recipients includes very worthy individuals.

1.) ACADEMY AWARDS

We are ready to go! Invitations sent, dinner and refreshments ordered, scripts prepared, recipients ready, etc. Everything seems to be in order, and in a few short hours it will be history.

Director Mason distributed copies of the Academy Awards news release that was written and distributed by Safety's Public Information Officer, James Vandongen.

Director Mason said that everything relative to the Academy Awards is now on disk so it's easy to do the program each year.

2.) ADMINISTRATION DIRECTOR

Director Tim Mason (no relation) has retired after 35 years of State service. Wes Colby, who worked in the Bureau of Emergency Management and was a Laconia Mayor, has been nominated and confirmed as our new Director of Administration. Congratulations to Wes!

Tim Mason has moved to Scarborough, Maine.

3.) COURSES

We are in the last week of the pilot for the Company Officer Certification (Fire Officer I & II). This has been an exceptional group, and they are taking a serious look at the curriculum to make worthwhile suggestions.

Director Mason said that the Company Officer program is three weeks long with a week off between each of the weeks.

This week also marks the first week of Certified Career Firefighter (C2F2). This class will run through November 12.

Director Mason noted that Chief Buddy Thibeault's son is in the C2F2 program. He will be at the Academy Awards tonight if anyone would like to speak to him about C2F2.

We have also been hosting the City of Concord Recruit School at several times in these past few weeks. We are still very appreciative to Concord Fire Department for allowing us to use their facilities for the years prior to the Fire Academy's existence.

Director Mason said that all of the pictures we have on display of the older Recruit Schools were done at the Concord training grounds.

4.) GILMANTON FIRE CHIEF SEARCH

For the fourth time in my tenure with the State, I worked with the town of Gilmanton to find a fire chief. We just finished the process, and we understand a candidate has been chosen. Thanks to Chiefs Carrier (Tilton/Northfield), Wiggin (Bedford), and DeSilva (Amherst) for their assistance.

Director Mason reported that Tim Robbins was selected as Chief. He was a full-time firefighter in Belmont and a volunteer Captain in Barnstead.

5.) SPC MASON

My son Christopher is on his way home from Iraq for his two-week leave. (He may be in New Hampshire when you read this!) Once back in the big sandbox (mudbox lately), he will be in theater until March!

Director Mason said he picked Christopher up at the airport at 11:45 a.m. this morning.

Other items discussed were:

6.) Commission Meeting Date Change--The December Commission meeting has been changed from December 2 to December 9.

Director Mason explained that we have one Division-wide staff meeting once a year, and it will be held on December 2. He said he appreciates the Commission members allowing him to change the date.

- 7.) Changes to RSAs--Director Mason had distributed copies of a Synopsis of "An Act Updating Certain Statutes Regarding Fire Standards & Training."

He explained that, in item 1, we are changing the wording from "full-time firefighter" to "full-time fire service personnel" in RSA 21-P:25, I. In item 2, RSA 21-P:26, I, (a), we need to add back in "and a chief of a call/volunteer fire department." Item 3 has to do with hiring requirements; it gives the Commission the latitude to waive the hiring and mandated training requirement. Item 4, repealing RSA 21-P:30, has to do with reimbursement of expenses; we don't have any provision for that.

Commissioner O'Keefe asked if this will take care of everything we talked about for changes. Director Mason replied that we would write administrative rules. The Commission would then have the opportunity to set protocol as to how it will be handled. He explained that, at the Police Academy, you have to take the program within the first six months of employment, with a six month extension if necessary. Extensions may be granted up to two years. We have that authority already. Director Mason said that now anything to do with Retirement, we have a form sent to us from them. We will be able to keep better track, and we will send a letter to the Chief saying when that person will go to C2F2.

Director Mason said that we have a checklist ready to go on our website and to be mailed out to all chiefs on hiring fire service personnel.

- 8.) Personnel Changes--Director Mason announced that Lenny Deane has accepted the position of Fire Service Instructor/Supervisor. He is our Captain for Physical Resources.
- 9.) Augmented Virtual Reality Trailer—Director Mason said that the \$450,000 augmented virtual reality trailer has been received. There are a lot of good applications for it. It will be handy at job fairs.
- 10.) CD of Commission—Director Mason said that we are ready to make a CD for each Commission member with the Commission history and other pertinent information on it.
- 11.) Entrepreneurial—Director Mason stated that the Governor had wanted agencies to be entrepreneurial. We did a Rescue Systems I

program in Burlington, Vermont, which we will be cutting an invoice for soon.

Vermont also wanted two Fire Officer programs. We are going to do one program, and then do a train-the-trainer. They will get a certificate from New Hampshire. It will be paid for from a Fire Act grant. Vermont is also offering a Firefighter II challenge examination.

Commissioner Murdough asked if our students are coming better prepared to the C2F2 program. Chief Rosolen replied that Bob Irish is the Chief for C2F2. We invited the chiefs here to see how their students are doing. The students are getting claustrophobic and can't climb ladders. Eventually word will be getting out that you have to be in shape before C2F2. We didn't lose anyone the first day this year, which is a first.

Chair Duquette said that the students didn't pay attention to the letter they received, which covered everything. This makes the fire service better. If you can't do it, you can't do it. Reality is that CPAT is a minimum standard.

Chief Rosolen stated that one person wrote a letter when he dropped out, stating that he couldn't do it. Then that student told his chief that we failed him. A couple of candidates said they would walk the track and not run it. The Wellness program should be reviewed. They are overweight to begin the class. That is one aspect that was destroyed, and it's a shame.

VI. OLD BUSINESS

Item 1. Fire Standards & Training and Emergency Medical Services Commission. Chair Duquette stated that "Emergency Medical Services" was inserted automatically every place that "Fire Standards & Training" appeared in the RSAs. We now need to change it back to read "Fire Standards & Training Commission."

Item 2. Length of Probation. Chair Duquette said that fire service personnel should have six months to complete C2F2, with one six-month extension if necessary. Director Mason noted that we can make that change in our Administrative Rules.

Item 3. Rules Changes. Chair Duquette reviewed the items listed on the three-page document titled "An Act Updating Certain Statutes Regarding Fire Standards and Training—Synopsis." He said that a

change has to be made on page 2, item (a), by adding: “and a chief of a volunteer fire department.”

Motion was made by Commissioner Carrier, seconded by Commissioner O’Keefe, to make the proposed changes listed in “An Act Updating Certain Statutes Regarding Fire Standards and Training—Synopsis.”

Commissioner Murdough asked if the changes would be introduced this next legislative session. Director Mason answered that it would be.

Motion passed unanimously.

Item 4. Definition of Cheating. Chair Duquette said that the definition of cheating is still being worked on.

VII. NEW BUSINESS

Item 1. Chair and Vice Chair Nomination Committee. Chair Duquette appointed Commissioner Murdough to head the Nomination Committee for Chair and Vice Chair, with Commissioners Hoglund and Landry as members.

Director Mason said that we will provide a copy of the attendance roster for the past year to that Committee.

VII. GOOD OF THE ORDER

Item 1. New Governor. Chair Duquette said that all departments will know where they stand with the new Governor by January 7, 2005. He noted that Governor Benson did not allow holdovers on Boards and Commissions. We also should know about the budget by February.

Item 2. Safe School Committee. Commissioner Murdough reported that Rob Farley is going to attend the Safe School Committee meeting. He will address facility issues.

Item 3. House of Representatives. Commissioner Butts stated that the Manchester Fire Department now has five Representatives in the House.

Item 4. John Rines. Commissioner O’Keefe reported that John Rines has cancer and his kidneys are failing. John worked for the Durham Fire Department and was a leader in fire service education years ago.

IX. ADJOURNMENT

Motion was made by Commissioner O’Keefe, seconded by Commissioner Burbank, to adjourn at 4:15 p.m. Motion passed unanimously.

Respectfully submitted,

Richard A. Mason, Director

Items distributed at meeting:

1. Agenda 11/04/04
2. Director’s Report #85
3. Minutes of Meeting – 10/07/04 – Not Approved
4. Minutes of Meeting – 09/02/04 – Approved 10/07/04
5. Number of Personnel Certified in NH 07/01/04 to 11/04/04
6. Curriculum Status Report 11/04/04
7. Commission Action Items from Retreat 06/03/04
8. Academy Awards News Release
9. An Act Updating Certain Statutes Regarding Fire Standards & Training--Synopsis